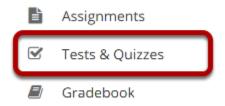
How do I download Tests & Quizzes submissions for grading offline?

You can download assessment responses for grading offline, including bulk downloading submissions to a <u>File Upload</u> question so you can easily access them from a single folder on your computer.

For more information on entering assessment grades and comments, see the following articles:

- How do I grade Tests & Quizzes?
- How do I give same score (e.g., 0) to all students with no submission to an assessment?
- How do I grade Tests & Quizzes submissions by student?
- How do I grade Tests & Quizzes submissions by question?

Go to Tests & Quizzes.



Select the Tests & Quizzes tool from the Tool Menu of your site.

Select the Published-All View.

Assessment List

View	All									
Displ	All	per page					S	earch:		
	Drafts		In					Last	Modified	
Title	Published - All	<u>Status</u>	Progress	<u>Submitted</u>	For	<u>Open</u>	<u>Due</u>	Modified	Date Ŧ	Remove?
Qui	Published - Active Published - Inactive	Published - Active	0	<u>3</u>	Entire Site	2019- 01-19 15:55:00	2019- 02-23 00:00:00	ktinstructor	2019-02- 17 18:15:20	
Draf	ft - Quiz 1 Actions -	Draft			Entire Site	2019- 01-19 15:55:00	2019- 02-23 00:00:00	ktinstructor	2019-02- 17 18:15:18	
Quiz	Actions -	Published - Inactive	0	<u>3</u>	Entire Site	2019- 01-19 16:00:00	2019- 02-17 17:15:00	ktinstructor	2019-02- 17 17:20:20	

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Assessment List

View P Display	Published - All 🔍	per page					S	earch:		
<u>Title</u>		<u>Status</u>	<u>In</u> Progress	<u>Submitted</u>	For	<u>Open</u>	Due	<u>Last</u> Modified	Modified Date ਵ	Remove?
Quiz 1	Actions -	Published - Active	0	<u>3</u>	Entire Site	2019- 01-19 15:55:00	2019- 02-23 00:00:00	ktinstructor	2019-02- 17 18:15:20	
Quiz	<u>Preview</u> <u>Print</u> <u>Settings</u>	Published - Inactive	0	<u>3</u>	Entire Site	2019- 01-19 16:00:00	2019- 02-17 17:15:00	ktinstructor	2019-02- 17 17:20:20	
Quiz 3		Published - Active	0	2	Entire Site	2019- 01-19 16:05:00	2019- 03-09 00:00:00	ktinstructor	2019-02- 17 16:25:04	

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

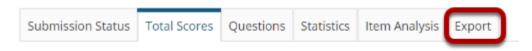
Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Export scores and students' responses as an Excel spreadsheet.

You can export an Excel spreadsheet that contains all the students' responses and scores for an assessment, as well as any comments you entered for students on the *Total Scores* screen.

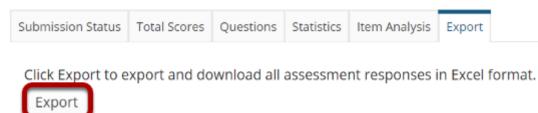
Click Export.

Total Scores: Quiz 1



On the following screen, click Export.

Export: Quiz 1



Click the second **Export** button on the screen to export the file.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet.

	А	В	С	D	E	F	G	н	I.	J	к	L	М	N
1	Last Nar	First Nar	User Nai	Order of	Start tim	Submit t	Part 1 Se	Part 2 So	Final Sc	Grader's	Part 1, Q	Part 1, G	Part 1, Q	Part 1, Q
2	Johnson	Steven	student02	1	17-Feb-1	17-Feb-1	4	0	4		continent	al shelf.	is a featu	reless pla
3	Martin	Erin	student03	1	17-Feb-1	17-Feb-1	7	1	8		continent	al shelf.	is a gentl	y sloping
4	Smith	Jeremy	student04	No subm	ission									
5	Thompsc	Mary	student0	1	17-Feb-1	17-Feb-1	6	0	6		continent	al shelf.	is a gentl	y sloping

The resulting spreadsheet lists the students' names, user names, number of the assessment submissions (if multiple submissions were allowed), final scores, any *comments* you entered for students in the *Total Scores* screen, and the students' responses to each question.

Note: Certain question types, such as File Upload questions and Audio Recording questions, which need to be graded within the Tests & Quizzes screen, will not be able to display answers in the spreadsheet.

Download all File Upload submissions.

Total Scores: Quiz 1



If your assessment has a <u>File Upload</u> question, you can download all submissions to it simultaneously (e.g., to add inline comments, or for ease of reading certain types of files from your computer).

Click on the **Questions** link in the assessment menu to access the list of questions.

Select the File Upload question.

calculations	
Browse	Upload
	calculations Browse

From the list of question numbers, select the File Upload question. Each question is listed as the letter **Q** with the question number (e.g., **Q1**, **Q2**).

Click Download Responses.

Responses

View Highest Submission v for Entire Site		
Download Responses Search Student name or ID	Find	Clear
Viewing 1 - 3 of 3 items		
< < Show all ▼ > >		

<u>Name</u> ≜	<u>UserID</u>	<u>Role</u>	Date	<u>Score</u>	Student Response	Comments for Student (What's This?)
J <u>ohnson, Steven</u>	student02	Student	02/17/2019	0.0	<u>my homework.txt</u> (0.01 KB)	Add Attachments

Save and open the ZIP file.

From: qa1-us.nightly.		1_Part2_Ques3.zip (563 bytes)? O	pen	Save	^	Cancel
Ì ☑ I 〒 C:\Users\Kr File Home Share	istine\Download View	s\Quiz 1_Part2_Ques3			× ~ 🕜	
\leftarrow \rightarrow \checkmark \uparrow $ $ \Rightarrow This	PC > Downloa	ads > Quiz 1_Part2_Ques3	v ت	Search Qui.	P.	
	^	Name	Date mod	ified	Туре	
A Quick access		Johnson_Steven_student02_my homework.txt	2/17/2019	7:26 PM	Text D	
a Desktop	*	Martin_Erin_student03_my homework.txt	2/17/2019		Text E	
Downloads	*	Thompson_Mary_student01_my homework.txt	2/17/2019	7:26 PM	Text D	
Documents	*					
E Pictures	*					
🧃 Recycle Bin	*					
lange ConeDrive						
3D Objects						
E Desktop						
E Documents						
📜 Downloads						
Quiz 1_Part2_Ques3						
Quiz 1_Part2_Ques3						

1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.

2. Unzip the resulting zip file. You can see all the students' submissions in one folder. Each submission will be labeled with the student's name, followed by an underscore, the student's user name, another underscore, and the file name.